



Department of Human Resources

Maggie Brooks
County Executive

Brayton M. Connard
Director

SUMMER JOB ANNOUNCEMENT

TITLE: Clerk, Seasonal (5 positions)

SALARY: \$6.00 per hour

LOCATION: Department of Environmental Services - Various locations within the Department

SCHEDULE: 40 hours per week - 5 days; (Transfer Station requires working Holidays and Saturday); workweek will vary.

JOB SUMMARY:

These seasonal clerical positions involve the performance of a variety of routine clerical tasks along with computer entry and may involve driving to other sites to collect information.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

1. Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.
2. Possession of a valid license to operate a vehicle in NYS.
3. Must be at least 18 years of age or older.
4. Must be a Monroe County resident

Send seasonal Applications to: Monroe County Department of Human Resources
39 W. Main Street - Room 210
Rochester, NY 14614-1471

Posting Deadline:

There is no posting deadline. Positions will be filled as qualified candidates are identified until all positions are filled.